

# Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: October 26, 2023
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• October 5, 2023  
• October 19, 2023
- 9:15 a.m. Upshur County Tobacco Prevention Coalition – Presentation of Great American Smokeout Proclamation \*
- 9:30 a.m. Lori Ulderich Harvey, Upshur County Family Resource Network Director – Presentation of Adoption Month Proclamation \*
- 9:45 a.m. Annette Fetty-Santilli - Presentation of Proclamation declaring November 2023 as Pancreatic Cancer Awareness Month in Upshur County. \* [Page 3](#)
- 10:30 a.m. Hearing to Consider Objection to 2<sup>nd</sup> Annual Settlement for the Estate of Doris Jean Carr, deceased.
- 12:00 p.m. Roundtable discussion regarding future property development (*will not lead to official action*).  
*Item may lead to Executive Session per WV Code §6-9A-4*

## Items for Discussion / Action / Approval:

1. Consider the request of Upshur County Sheriff J. Michael Coffman to be appointed as the Administrator for the Estate of Howard Barnhart. \* [Page 4-5](#)
2. Approval and signature of FY 23-24 Prevention Resource Officer Agreement between the Upshur County Board of Education by and through the State Superintendent of Schools as designee for the West Virginia Board of Education, the Upshur County Sheriff's Department, and the Upshur County Commission for a Prevention Resource Officer at the Buckhannon-Upshur High School. \* [Pages 6-12](#)
3. Approval and signature of WV Records Management and Preservation Board Grant Application and Certification Form with ranking, for Fiscal Year 2024-2025. If awarded, there is a 10% cash match requirement to be paid by the Upshur County Commission for all grant funds expended. The grant allows for preservation and maintenance of county records for public and county use. \* [Pages 13-24](#)
4. Approval of Application for Donated Leave and the granting of leave under the Family and Medical Leave Act. \*  
*Item may lead to Executive Session per WV Code §6-9A-4* [Under separate cover](#)

5. Correspondence from Sheriff J. Michael Coffman, requesting the employment of Robert Jason Phillips, as fill-in Court Security Officer, effective November 5, 2023. \*

*Item may lead to Executive Session per WV Code §6-9A-4*

[Under separate cover](#)

6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

**For Your Information:**

**(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

1. Upshur County Sheriff's Financial Statement for period ending September 30, 2023. **Pages 25-26**

2. Public Notices:

- a) Newsletters and/or Event Notifications:

- |                                       |                  |                |
|---------------------------------------|------------------|----------------|
| • Hank's Christmas Wish World Premier | October 28, 2023 | <b>Page 27</b> |
|---------------------------------------|------------------|----------------|

- b) Agendas and/or Notice of Meetings:

- |                                |                  |                |
|--------------------------------|------------------|----------------|
| • Upshur County Public Library | October 18, 2023 | <b>Page 28</b> |
| • James W. Curry Library/Park  | October 27, 2023 | <b>Page 29</b> |

- c) Meeting Minutes:

- |   |                    |                    |
|---|--------------------|--------------------|
| • Upshur County Public Library Board              | August 30, 2023    | <b>Pages 30-31</b> |
| • Tennerton Public Service District               | September 13, 2023 | <b>Page 32</b>     |
| • Upshur County Fire Board                        | September 19, 2023 | <b>Page 33</b>     |
| • Upshur County Parks & Recreation Advisory Board | September 26, 2023 | <b>Pages 34-35</b> |

- d) **\*Dates and times of monthly board meetings are viewable at:**

<http://cms4.revize.com/revize/upshurwv/calendar.php>

or go to [www.upshurcounty.org](http://www.upshurcounty.org) and click on the board meetings calendar box on the main page.

3. Appointments Needed or Upcoming:

- None

*\*\*\*If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or [chughes@upshurcounty.org](mailto:chughes@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

**Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)**

**Tabled Items**

**(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

None

**Next Regular Meeting of the Upshur County Commission  
November 2, 2023 --- 9:00 a.m.  
Upshur County Courthouse Annex**



## Proclamation

WHEREAS within November, Thursday, November 2 is Sam's Pizza Day when proceeds from every sale will be donated to the Pancreatic Cancer Action Network, and Thursday, November 16 is World Pancreatic Day.

WHEREAS in 2023, an estimated 64,050 people will be diagnosed with pancreatic cancer in the United States, which equates to 175 people every single day.

WHEREAS pancreatic cancer is one of the deadliest cancers, is currently the third leading cause of cancer death in the United States, and it is projected to become the second leading cause by the year 2030;

WHEREAS pancreatic cancer is one of the deadliest cancers with a five-year relative survival rate at just 12 percent;

WHEREAS when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 73 percent of pancreatic cancer patients die within the first year of their diagnosis, while 88 percent of pancreatic cancer patients die within the first five years;

WHEREAS approximately 310 deaths will occur in West Virginia in 2023, including ten in Upshur County;

WHEREAS this is the same disease which claimed the life of former West Virginia Governor William Marland, actor Patrick Swayze, Super Bowl MVP Harvey Martin, and the Queen of Soul, Aretha Franklin, just to name a few.

WHEREAS pancreatic cancer is the seventh most common cause of cancer-related death across the world;

WHEREAS while overall cancer incidence and cancer death rates are declining, the incidence of pancreatic cancer and death rate for pancreatic cancer patients has been increasing. The number of new pancreatic cancer incidences has been increasing, and is projected to increase by 55% between now and 2030.

WHEREAS the good health and well-being of the residents of Upshur County, West Virginia are enhanced as a direct result of increased awareness about the symptoms and risk factors of pancreatic cancer, and research into early detection, causes, and effective treatments;

Now, therefore be it declared, the Upshur County Commission, of West Virginia, hereby proclaims November, 2023 as Pancreatic Cancer Awareness Month and hereby encourages all citizens to research the sign and symptoms and preventative measures for pancreatic cancer awareness.

*Signed this 26<sup>th</sup> Day of October, 2023*

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Kristie G. Tenney, President  
Upshur County Commission

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Doug Bush, Commissioner

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Sam Nolte, Commissioner



# Upshur County Sheriff's Office

## J. Michael Coffman, Sheriff

38 West Main Street, Room 103

Buckhannon, WV 26201

Tax Office Phone: 304-472-1180 • Law Enforcement Phone: 304-472-1182

Tax Office Fax: 304-472-0937 • Law Enforcement Fax: 304-472-4547

October 19, 2023

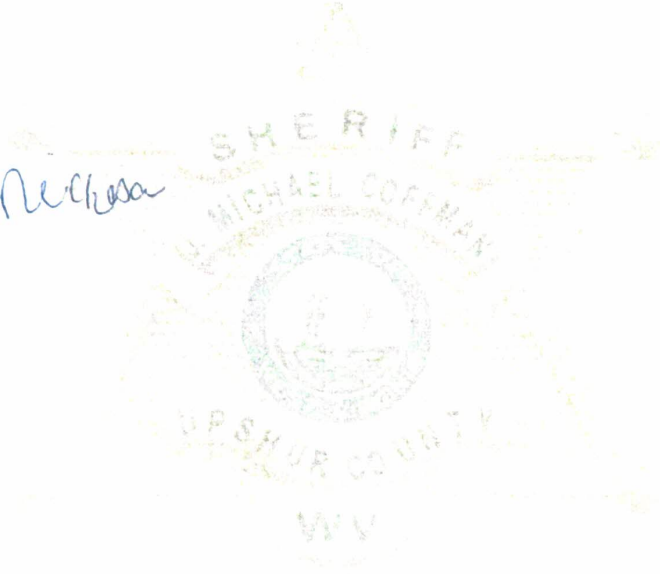
To Whom It May Concern:

Please approve J. Michael Coffman, Sheriff of Upshur County as the Administrator for the Estate of Howard Barnhart. The Sheriff of Upshur County has been the Conservator for Mr. Barnhart since September 2019. Mr. Barnhart passed away on July 22, 2023. He has no heirs to probate his estate.

Sincerely,



Natalie Nicholson





## STATE OF WEST VIRGINIA:

In the Office of the Clerk of the Upshur County Commission, in vacation of said Commission, October 23, 2023.

It appearing to the Clerk that it has been more than two months since the death of Howard Neil Barnhart, deceased, an unmarried man with no known issue or family and there being no known Last Will and Testament for Howard Neil Barnhart, late. Upon the motion of J. Michael Coffman, Sheriff of Upshur County and the Court Appointed Conservator of Howard Neil Barnhart, deceased, does hereby request his appointment as Sheriff of Upshur County to serve as the Administrator of the Estate of Howard Neil Barnhart, deceased. Therefore, in accordance with Chapter 44, Article 1, Section 11 of the West Virginia Code, it is hereby requested that the Sheriff of Upshur County serve as Administrator of the Estate of Howard Neil Barnhart, late, a resident of Corporation District, Upshur County, West Virginia.

TESTE: , CLERK

## PREVENTION RESOURCE OFFICER AGREEMENT

*Between:*

- The Upshur County Board of Education by and through the State Superintendent of Schools as designee of the West Virginia Board of Education,
- The Upshur County Sheriff's Office, and
- The Upshur County Commission

**For Fiscal Year 2023-2024 Prevention Resource Officer located at**  
**Buckhannon-Upshur High School**

This agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 by and between the Upshur County Board of Education by and through the State Superintendent of Schools as designee of the West Virginia Board of Education (hereinafter referred to as "BOARD"), the Upshur County Commission, (hereinafter referred to as "COMMISSION", and the Upshur County Sheriff's Office, hereinafter referred to as "SHERIFF").

### WITNESSETH

WHEREAS, the BOARD has established a Prevention Resource Officer Program (hereinafter referred to as "PRO Program"); and

WHEREAS, the BOARD, the COMMISSION and the SHERIFF understand that the Program is established for the purpose of assistance in the prevention of juvenile delinquency through programs specifically developed to respond to those factors and conditions which give rise to delinquency; and

WHEREAS, the BOARD, the COMMISSION and the SHERIFF realize the PRO program is a great benefit to school administration, students and the community as a whole; and

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

#### SECTION 1. DUTIES AND RESPONSIBILITIES OF THE COMMISSION and SHERIFF

1.01 The COMMISSION and SHERIFF shall provide one Deputy Sheriff, assigned as a

Prevention Resource Officer, (hereinafter referred to as PRO") to the Buckhannon-Upshur High School operated by the BOARD.

- 1.02 PRO shall abide by the Upshur County Board of Education policies and procedures, as they relate to School Prevention Resource Officers. The PRO shall consult and coordinate instructional activities through the applicable principal. Activities conducted by the PRO, which are part of the regular instruction program of the school, shall be under the direction of the principal. The BOARD shall approve the content of educational programs and instructional materials used by the PRO.
- 1.03 The PRO will provide to student's instruction in various aspects of law enforcement, public safety and education as requested and supervised by the principal and teachers.
- 1.04 The SHERIFF shall be responsible for the control and direction of all aspects of employment of the Deputy Sheriff assigned to the PRO Program. The Deputy Sheriff shall adhere to the Policy and Procedures Manual of the Upshur County Sheriff's Office.
- 1.05 The SHERIFF shall ensure that the exercise of the law enforcement powers by the PRO is in compliance with the authority granted by law.
- 1.06 The PRO will be expected to be available to work the BOARD's approved school calendar, 200-day school term, except for excused absences and emergency situations. In addition, the PRO will work in the summer months to provide services during summer school terms, scheduled summer activities, attend PRO training and assist with safety related planning activities and other such activities as agreed upon by the BOARD and the SHERIFF. When not scheduled to work during the summer by the BOARD or SHERIFF, the PRO will utilize accrued compensatory time.
- 1.07 The SHERIFF shall be responsible for all non-salary expenses (excluding benefits billed to the BOARD) related to the PRO position: to include Travel, Law Enforcement Training, Gasoline, Equipment, Uniforms, Telephone, Vehicle and Vehicle Maintenance.
- 1.08 The SHERIFF and the COMMISSION shall hold harmless the BOARD for any injuries suffered by the Prevention Resource Officer arising under their employment with the PRO program. The COMMISSION shall provide worker's compensation insurance coverage for the Deputy Sheriff at all times.
- 1.09 The PRO shall not function as a school disciplinarian, or safety officer. It is not the responsibility of the PRO to intervene with the normal disciplinary actions of the school system or to be used as a witness to disciplinary procedures in the school. The PRO will, at all times, be expected to act within the scope of authority granted by law. The PRO will perform duties according to the following:
  - a) Perform law enforcement functions within the school setting.
  - b) Identify and prevent, through counseling and referral, delinquent



behavior, including substance abuse.

- c) Foster a better understanding of the law enforcement function.
- d) Develop a better appreciation of citizen's rights, obligations and responsibilities.
- e) Provide information about crime prevention.
- f) Provide assistance and support for crime victims identified within the school setting.
- g) Promote positive relations between students and law enforcement officers.
- h) Enhance knowledge of the fundamental concepts and structure of law.
- i) Adhere to confidentiality requirements.

- 1.10. The Deputy Sheriff may be changed during the course of the agreement by the COMMISSION and the SHERIFF as long as a substitute officer has received the required training or mutually agreed upon training in lieu thereof. The PRO shall be on duty at the school in adherence to the Board's approved school calendar during regular school hours when students are required to attend and when the required PRO training programs are conducted, unless a police emergency arises, law enforcement requirements prohibit such duty assignment, or when needed for training.
- 1.11. The PRO will not be required to attend extracurricular activities, which are held beyond his/her regular workday, nor require the PRO to leave his/her jurisdiction, but the PRO shall have the option, if they choose to do so, with the approval of the SHERIFF. The BOARD shall be responsible for all salary related costs (ex. Wages earned, overtime wages, social security, Fedmed, retirement, workers compensation) associated with the PRO attendance at these types of events.

## SECTION 2. DUTIES AND RESPONSIBILITIES OF THE BOARD

- 2.01 The principal at Buckhannon Upshur High School shall be the on-site contact person for the PRO. The Upshur County Superintendent of Schools shall designate the Prevention Resource Officer Coordinator to serve as the BOARD liaison for the program.
- 2.02. Payments to the COMMISSION from the BOARD shall be made in quarterly installments upon submission of quarterly invoices by the COMMISSION and certification by the principal or his/her designee that the services were rendered. The quarterly payment shall be based on the annual salary expense and benefits for the time worked by the PRO on behalf of the BOARD during the quarter. The BOARD will be responsible for the full amount of benefits that are fixed as to their annual amount, including but not limited to, items such as health, dental, vision and life insurance, other post-employment benefit liability charges, health care reimbursement account charges, and health care retirement subsidies (if applicable); benefits that vary with the rate of pay such as FICA and Workers Compensation will be prorated between the BOARD's share and the SHERIFF's share of the calculated cost. Compensation will be prorated between the BOARD's share and the SHERIFF's share of the calculated cost. Overtime will be the responsibility of the

BOARD only when it relates to activities of the officer in performance of duties defined under the PRO agreement. The estimated cost for the 2023-2024 school year is \$85,800. Compensatory time may be accrued upon the execution of the Compensatory Time Agreement. All other overtime is the responsibility of the SHERIFF and the COMMISSION. The BOARD's approved school calendar including legal school holidays, will be the basis for calculating the amount of reimbursement due to the COMMISSION. On days when school is closed or curtailed due to inclement weather or other conditions, the school principal and the SHERIFF will mutually agree as to work assignment for the PRO and the resultant portion of the officer's time to be billed to the BOARD. As mutually agreed, to by the school principal and the SHERIFF, the PRO may need to work in the school for other needed tasks. The quarterly payment shall be offset by any applicable grant funding available for the PRO program. Payment shall be made within thirty (30) days of receipt of the invoice.

- 2.03. All payments due and owing to the COMMISSION and/or the SHERIFF by the BOARD shall be made out of the appropriate local account of the Upshur County Board of Education and shall not be a liability of the State Superintendent of Schools and/or the West Virginia Board of Education.

### SECTION 3. TERM OF AGREEMENT

- 3.01 This agreement shall be made for a twelve (12) month term beginning the 1<sup>st</sup> day of July 2023, through the 30<sup>th</sup> day of June 2024.
- 3.02 This agreement shall continue in effect until the duration of the term as described in paragraph 3.01 or until terminated by either of the parties in accordance with the term listed in Section 4.01 below.

### SECTION 4. TERMINATION

- 4.01 Either party may terminate this agreement by serving written notice upon the other party at least thirty (30) days in advance of such termination. In the event that the BOARD terminates this agreement and/or does not renew an agreement for the PRO position for an upcoming fiscal year, the BOARD shall be responsible for all costs associated with the closing of the PRO officer position as set forth within this agreement. Such cost shall include, but not be limited to, unused accrued vacation and compensatory time and any unemployment compensation due to a reduction in force in the law enforcement area of the COMMISSION and SHERIFF as a result of the closing of the PRO position.

### SECTION 5. INVALID PROVISION

- 5.01 Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement,



materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties.

#### SECTION 6. ASSIGNMENT

6.01 Neither party to the Agreement shall, directly or indirectly, assign or purport to assign this Agreement, or any of its rights or obligations, in whole or in part, to any third party without the prior written consent of the other party.

#### SECTION 7. NO WAIVER

7.01 The failure of either party to enforce at any time any of the provisions, rights, or elections shall in no way effect the validity of this Agreement. The failure to exercise, by either party, any of its rights herein contained, shall not preclude or prejudice it from exercising the same or any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

#### SECTION 8. COMPLETE AGREEMENT

8.01 This Agreement is the complete Agreement of the parties; may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof.

#### SECTION 9. CHOICE OF LAW

9.01 This Agreement shall be governed by and construed and interpreted according to the laws of the State of West Virginia. It shall be binding upon and inure to the benefit of the successors of the BOARD, the COMMISSION and the SHERIFF,

#### SECTION 10. NOTICES

10.01 All notices or other communications required or permitted by this Agreement shall be in writing and deemed effectively delivered upon mailing by certified mail, return receipt requested, or delivered personally to the following persons and addresses unless otherwise specified herein:

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Upshur County Superintendent of Schools

Date

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Upshur County Commission (Signature and Title of Commission Officer) Date

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Upshur County Sheriff (Signature and Title of Sheriff) Date

## COMPENSATORY TIME AGREEMENT

According to Chapter 21, Article 5-C, of the West Virginia Code county employees may receive compensatory time in lieu of overtime compensation, provided that the employee and employer agree. Review the following guidelines and if you desire compensatory time, please sign and return form to your supervisor. Once signed by both parties, the County Clerk's office must receive a copy of this form.

- Compensatory time is in lieu of overtime for hours worked in excess of forty (40) and must be calculated as one and one-half hours.
- A written agreement must be completed and signed by both the employee and employer. This agreement may be canceled at any time by either party.
- Deputy Sheriff personnel may accrue up to 480 hours. Elected officials or supervisors have the right to direct employees to utilize compensatory time to reduce the accrued balance for an employee at any time.
- Upon termination of employment, an employee will be paid for the balance of their unused compensatory time.
- Compensatory time must be utilized within one year from the time it was accrued. Again, the elected official or supervisor may require an employee to utilize compensatory time at any time.
- Employee requests to utilize compensatory time should be made in writing at least three (3) days in advance, unless an emergency situation occurs.

Accepted and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

**WEST VIRGINIA  
RECORDS MANAGEMENT AND  
PRESERVATION BOARD  
GRANT GUIDELINES AND APPLICATION  
FOR FISCAL YEAR 2024-2025  
DUE: NOVEMBER 1, 2023**



**West Virginia County  
Records Management and Preservation Board  
Grant Application  
2024-2025**

Please complete and return Pages 4-8 of this Application with Supporting Materials (See Page 3) and thirteen copies. You do not need to submit Pages 1-3.

**Applicant Contact Information:**

County:	Upshur
County Office:	Upshur County Assessor
Name of Office Holder:	Dustin Zickefoose
Mailing Address:	38 W Main Street Suite 102 Buckhannon, WV 26201
Telephone Number	304-516-9148
E-Mail Address:	<a href="mailto:dwzickefoose@upshurcounty.org">dwzickefoose@upshurcounty.org</a>

County Commission President:	Kristie G. Tenney
Mailing Address:	91 West Main Street Buckhannon, WV 26201
Telephone Number:	304-472-0535
E-Mail Address:	<a href="mailto:kgtenney@upshurcounty.org">kgtenney@upshurcounty.org</a>

County or Grants Administrator:	Tabatha Perry County Administrator
Telephone Number:	304-472-0535
E-Mail Address:	<a href="mailto:trperry@upshurcounty.org">trperry@upshurcounty.org</a>



**Activity Description:**

Provide a detailed explanation of the project. Identify internal and external staff or vendors necessary to complete work on the project. Include a time frame and schedule for project completion.

This grant will be utilized to scan and digitize property review documents, transfer documents and personal property assessment forms in the Upshur County Assessor's Office. The project will also entail researching and mapping minerals in Upshur County. The work will be completed internally by a part-time employee with the use of existing software. The project is estimated to take approximately 8-10 months.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

These funds will be used to scan and digitize personal property assessment forms, transfer documents, and property review records in the Upshur County Assessor's Office. Upshur County currently stores these documents in filing cabinets. Personal property assessment forms and property review documents on hand for the prior 5-year period will be digitized as well. The assessment forms and review documents total about 75,000 items. Transfer documents are frequently referenced and are on hand dating to the 1930's. Digitizing and preserving these records will make for easier accessibility in day-to-day work. There are approximately 20,000 real estate parcels in Upshur County. Each parcel will be researched for mineral ownership.

### **Activity Description (continued):**

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

The benefits to this project include record preservation and eliminating wear and tear to the physical documents. The project will also allow a better system for searching and utilizing the information and will free floor space in The Upshur County Assessor's Office. Minerals have never been mapped in Upshur County. This project will help when performing title searches and research related to oil, gas, and coal.

Provide statements about past and future activities to protect records.

- 1) The personal property assessment forms are currently stored in a large electronic filing cabinet. These records are required to be preserved for 5 years. Staff in the Assessor's Office refers to these records when there is a discrepancy.
- 2) The property review documents are used by the Appraisers when completing the reappraisal each year. These documents have hand-written notes from field review each review cycle and are referenced from year to year.
- 3) Transfer documents are provided to the Upshur County Assessor by the Upshur County Clerk. The transfer slips are referenced to complete ownership transfers for tax purposes. These documents are often referred to when conducting research.
- 4) Minerals have never been mapped in Upshur County. This project will help when performing title searches and research related to oil, gas, and coal.

**Project Budget (Attach Estimates):**

<b>Eligible Project (see Page 3)</b>	<b>Estimate of Total Cost</b>	<b>RMPB Request (total cost / 1.1)</b>
Personnel Costs (\$10,000 maximum award)	\$16,477	\$14,979
Records Storage and Shelving		
Reformatting (\$10,000 maximum award)		
Equipment (\$10,000 maximum award)		
Conservation (\$5,000 maximum award)		

**Total RMPB Request****\$14,979**

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. After the Board awards funds for your project you will be notified of your cash match. Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.

This project will take approximately 50 weeks utilizing a temporary part-time employee.

The labor breakdown is as follows:

19.5 hours per week at a rate of \$15.00 per hour. The maximum time requested is 50 weeks, totaling \$15,000.  
 $\$15,000 \times 6.2\%$  (Social Security) +  $\$8,580 \times 1.45\%$  (Medicare) +  $\$8,580 \times .22\%$  (Worker's Compensation) = \$16,477.

**West Virginia  
Records Management and Preservation Board  
Grant Application  
2024-2025**

Please complete and return only pages 4-8 of this application with supporting materials (see page 3) and thirteen copies. You do not need to submit pages 1-3.

**Applicant Contact Information:**

County:	Upshur
County Office:	Upshur County Circuit Clerk
Name of Office Holder:	Brian P. Gaudet
Mailing QC Address:	Upshur County Courthouse Annex Rm 304 38 W. Main St. Buckhannon, WV 26201
Telephone Number	304-472-2370
E-Mail Address:	bpgaudet@upshurcounty.org

County Commission President:	Kristie G. Tenney
Mailing- Address:	91 W. Main St., Suite 101 Buckhannon, WV 26201
Telephone Number:	304-472-0535
E-Mail Address:	kgtenney@upshurcounty.org



Grant Administrator:	____ Tabitha Perry _____
Telephone Number:	304-472-0535
E-Mail Address:	tperry@upshurcounty.org

### **Activity Description:**

Provide a detailed explanation of the project. Identify internal and external staff or vendors necessary to complete work on the project. Include a time frame and schedule for project completion.

The Upshur County Circuit Clerk's project is to complete scanning and indexing of all remaining case files located in the old jail facility. This scanning project should be the first of three phases of scanning in the Circuit Clerk's office. This grant is to contract with Compucom, Inc., a digital imaging and microfilming company, to improve access / preservation of records through digitization. The intent is to convert the original, paper court records into digital images. For qualifications of the selected company, please see attached documents. With the support of the Upshur County Commission this project will take three (3) years to complete, and include records that are stored in seventy-five file cabinet drawers. This phase of the project is estimated to convert twenty five file cabinet drawers and will include numerous Circuit Clerk files from 1990 to 2000. This project will take approximately ninety business days to complete.

Identify specific record titles, date spans, and quantity (example: Will Books, 1846-1884, Volumes 1-20).

The Upshur County Circuit Clerk's plan is to proceed with previous years scanning projects. this phase of digitization covers records from 1990 to 2000. Approximately twenty five file cabinet drawers will be digitized, and the overall project will require the completion of seventy-five file cabinet drawers.



**Activity Description (continued):**

Describe how this project will benefit the records management, preservation, and/or records access needs of your office(s).

This year's grant encompasses the most essential duty of the Circuit Clerk: the preservation and maintenance of county records for public and county use. The objective is to stabilize and preserve Circuit Clerk records. In recent years, these Circuit Clerk records have been stored in the old Upshur County Jail, which was not conducive to the protection and preservation of paper files. In addition, over time these files have been exposed to dust and potentially harmful conditions. This project will allow the Upshur County Circuit Clerk staff and public to view a digital image of records without requiring the physical records to be handled, thereby preserving these records for the future.

Provide statements about past and future activities to protect records.

On January 1, 2000, the Upshur County Circuit Clerk's office began Scanning all documents filed with the Circuit Clerk's office. In 2010, the Upshur County Circuit Clerk received a grant from the West Virginia Records Management and Preservation Grant Program to obtain four additional desktop scanners. The additional scanners have helped the Circuit Clerks staff be more efficient and preserve records in a timely, ongoing manner. During the last few years, the Upshur County Circuit Clerk obtained grants to improve access and preservation of Chancery and Law records through digitization. In addition, the Circuit Clerk's office has indexed Chancery and Law records dated 1852 through current.

The Upshur County Circuit Clerk's goal is to have digital records of all documents recorded in the Circuit Clerk's office, with a backup set of original physical records. This project addresses the need to better preserve records in the Upshur County Circuit Clerk's office.

<b>Eligible Project (see page 2)</b>	<b>Estimate of Total Cost</b>	<b>RMPB Request formula (total cost/ 1.1)</b>
Personnel Costs (\$10,000 maximum award)	11,000.00	10,000.00
Records Storage and Shelving (\$15,000 maximum award)	N/A	N/A
Reformatting (\$10,000 maximum award)	N/A	N/A
Equipment (\$10,000 maximum award)	N/A	N/A
Conservation (\$5,000 maximum award)	N/A	N/A

**Project Budget (Attach Cost Estimates): \$ 10,000.00**

**Total RMPB Request**

**\$ 10,000.00\_**

**Applicants must provide a 10% cash match for all grant funds expended by the RMPB. You will be notified of your required cash match after the Board awards funds for your project. Cash Match may only be applied to board-funded portions of grant.**

Provide a detailed explanation and breakdown of the project budget. Potential vendor estimates obtained within the past 60 days that are relevant to the project and/or personnel costs estimated to complete scanning and indexing projects must be included.



1401 West Carson Street  
 Pittsburgh, PA 15219-1093  
 (800) 270-8702 Extension 136  
 (412) 562-0296 Extension 136  
 (412) 261-2613 (FAX)  
 E-mail : [dmader@compucom-inc.com](mailto:dmader@compucom-inc.com)  
 Web Site: [www.compucom-inc.com](http://www.compucom-inc.com)

DATE: October 24, 2023

TO: Mr. Brian P. Gaudet, Circuit Clerk - UPSHUR COUNTY

FROM: Denny Mader, Vice President Marketing - COMPUCOM Inc

RE: Scanning Paper Files Located in the Former Jail

Dear Brian:

Here is what we know and estimate this project investment:

I have notes we had approximately 304 boxes before the last few number of pick ups. We scanned 151 boxes leaving approximately 153 boxes.

Average cost per box varied from \$215.00 to \$227.00 dollars per box. We generally got 2 boxes per drawer. An estimate of you using average \$221.00 per box estimated cost per box of \$33,813.00 estimated remaining. But I have notes from last visit and review of the old jail files. After your review of what is in the drawers of what would not need scanned. But then a note says you believe that you may have found some additional drawers you did not see previously that may need scanned but had to check.

A thought would be to visit the old jail and count the drawers that do not have a sticker on the drawers indicating they have been scanned, I think you will remember how we did that when we picked up return the files. Then use the average cost figure of \$221.00 per box figuring 2 boxes per drawer which should give you an estimated for completion.

I also have a note that says you indicated the boxes on top of some files you may want to get scanned. We have no indication which of the books you would consider and if, there size and number of pages per box on average.

#### SCANNING Paper files (from Former Jail)

Prepping files	\$18.00 per hour
(Removing paper clips, staples, mending torn pages if needed)	
Scanning files that are up to 8 1/2" x 14"	\$ .08 per image
Scanning over to 8 1/2" x 14" - if there are any	\$ .22 per image
Keystroke (data entry - indexing - as noted above - may be adjusted pending final determination)	Included
OCR Post Scanning processing - see note below probably will not be needed	\$ .01 per scanned page
Original media	Included
Backup working copy media	TBA
Pickup and Delivery (Upshur County)	\$195.00 per trip

NOTE - OCR Post Scanning Processing is only if the files are typed, etc., not handwritten.

COMPUCOM wishes to thank you and Upshur County for allowing us to submit the enclosed for your review.

Any questions please call or e-mail me.



**BRIAN P. GAUDET**

CLERK CIRCUIT COURT, UPSHUR COUNTY  
UPSHUR COUNTY COURT HOUSE ANNEX, RM 304  
38 WEST MAIN STREET  
BUCKHANNON, WEST VIRGINIA 26201-2259  
VOICE (304) 472-2370 • FAX (304) 472-2168  
[www.upshurcounty.org](http://www.upshurcounty.org) • [bpgaudet@upshurcounty.org](mailto:bpgaudet@upshurcounty.org)

**TWENTY-SIXTH JUDICIAL CIRCUIT**

JACOB E. REGER, JUDGE  
KURT W. HALL, JUDGE

**TERMS OF CIRCUIT COURT**  
SECOND MONDAY IN JANUARY  
SECOND MONDAY IN MAY  
SECOND MONDAY IN SEPTEMBER

October 25, 2023

RMPB, c/o Kyle Campbell  
West Virginia Archives and History  
1900 Kanawha Blvd. E., Building 9  
Charleston, WV 25305-0300

Re: 2024-2025 Records Management and Preservation Grant Application

Dear Mr. Campbell,

I am writing to express my support for the above project. This year's project will be the scanning and indexing of all remaining Circuit files stored in the Upshur County Jail Facility. This grant allows the Upshur County Circuit Clerk's staff and the public to view a digital image of Circuit Clerk files which are being housed at an off-site location. I believe this project addresses the need to better preserve the documents recorded in the Upshur County Circuit Clerk's Office and it is an important step toward improving record preservation in Upshur County.

Thank you for your consideration in this year's application. I am confident that this project will help the Upshur County Clerk's Office better serve the court system and our community.

Sincerely,

A handwritten signature in black ink, appearing to read "B.P. Gaudet", with a long horizontal line extending to the right.

Brian P. Gaudet  
Circuit Clerk



## **Certification Form:**

I agree that funds granted under the Records Management and Preservation Board's Grant Program will be spent only in accordance with the plan of work and budgeted statement presented in this application or revised and agreed to in the Grant Agreement, and that any changes in the plan of work or budget will be submitted in writing for approval in advance.

I agree to enter into a binding contract to expend all grant funds awarded in accordance with state purchasing laws and rules, to administer the grant in compliance with standard financial management systems and general accounting standards for audit of government entities, and to participate in a grant administration workshop.

This document must be signed using blue ink by the County Commission President and all office holders who are applying for a Records Management and Preservation Board grant. Counties submitting applications from multiple offices must include a priority ranking as determined by the County Commission.

County:			
Name of County Commission President:			
Signature of County Commission President:			
Date:			
<hr/>			
<b>PRIORITY 1</b>			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
<hr/>			
<b>PRIORITY 2</b>			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			
<hr/>			
<b>PRIORITY 3</b>			
Name of County Office Holder:			
Title of County Office Holder:			
Signature of County Office Holder:			
Date:			



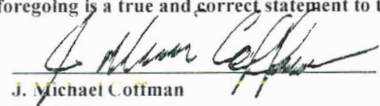


# Upshur County Sheriff's Financial Statement

For Period Ending : September 30, 2023

FUND NAME	BEGINNING BALANCE	CURRENT MONTH COLLECTIONS	ORDERS ISSUED	BALANCE PER BOOKS
FUND - 001 GENERAL COUNTY FUND	\$ 2,172,107.11	\$ 869,710.71	\$ (1,117,219.49)	\$ 1,924,598.33
FUND - 002 COAL SEVERANCE TAX	\$ 134,267.41	\$ 10.04	\$ -	\$ 134,277.45
FUND - 003 DOG AND KENNEL	\$ 123,122.14	\$ 7,214.28	\$ (6,116.55)	\$ 124,219.87
FUND - 004 GENERAL SCHOOL	\$ 38,848.79	\$ 3,311.87	\$ -	\$ 42,160.66
FUND - 005 MAGISTRATE COURT	\$ 2,447.50	\$ 1,246.00	\$ -	\$ 3,693.50
FUND - 006 WORTHLESS CHECK	\$ 115,034.46	\$ 163.72	\$ -	\$ 115,198.18
FUND - 007 E-911 FUND	\$ 1,476,488.43	\$ 26,848.93	\$ (13,101.56)	\$ 1,490,235.80
FUND - 008 HOME CONFINEMENT	\$ 41,892.52	\$ 13,812.95	\$ (3,343.12)	\$ 52,362.35
FUND - 013 CURRY PARK FUND	\$ 95,933.28	\$ 20,453.46	\$ (1,938.66)	\$ 114,448.08
FUND - 015 CURRY LIBRARY FUND	\$ 17,828.01	\$ 989.81	\$ (973.78)	\$ 17,844.04
FUND - 019 UPSHUR CO. FIRE FEE	\$ 128,836.24	\$ 49,025.93	\$ (128,736.24)	\$ 49,125.93
FUND - 021 EE HEALTH CARE REIMB	\$ 28,271.52	\$ 25,455.11	\$ (20,131.06)	\$ 33,595.57
FUND - 039 UP.CO.COAL REALLOCAT	\$ -	\$ -	\$ -	\$ -
FUND - 052 EMPLOYEE BENEFITS FD	\$ 1,293,586.42	\$ 34.95	\$ (1,975.00)	\$ 1,291,646.37
FUND - 056 ASSESSOR'S VALUATION	\$ 308,139.20	\$ 36,880.30	\$ (9,797.62)	\$ 335,221.88
FUND - 058 UP.CO.FIN.STBL.FUND	\$ 1,637,478.83	\$ 405.19	\$ -	\$ 1,637,884.02
FUND - 059 CONCEALED WEAPONS	\$ 29,369.56	\$ 458.46	\$ (3,483.38)	\$ 26,344.64
FUND - 061 CO CLK ELECTION FUND	\$ 551.48	\$ 594.93	\$ -	\$ 1,146.41
FUND - 062 CO CLK REAL PRO FUND	\$ 551.48	\$ 594.93	\$ -	\$ 1,146.41
FUND - 063 VOTER'S REGISTRATION	\$ 1,321.31	\$ 0.16	\$ -	\$ 1,321.47
FUND - 071 JURY FUND	\$ 9,572.90	\$ 7,576.53	\$ (2,069.07)	\$ 15,080.36
FUND - 073 SP.LAW ENF.INVESTIG.	\$ 2,491.43	\$ 0.30	\$ -	\$ 2,491.73
FUND - 078 CHILD EXCHG & VISIT.	\$ 61,187.33	\$ -	\$ -	\$ 61,187.33
FUND - 079 SPAYING & NEUTERING	\$ 42,550.75	\$ 1,600.00	\$ (3,577.74)	\$ 40,573.01
FUND - 080 COMM. CORR. FUND	\$ 2,255,673.91	\$ 372,471.71	\$ (96,092.26)	\$ 2,532,053.36
FUND - 104 ELKINS ROAD PSD	\$ -	\$ 19,259.29	\$ (19,259.29)	\$ -
FUND - 207 AMERICAN RESCUE FUND	\$ 2,317,808.32	\$ 276.23	\$ -	\$ 2,318,084.55
FUND - 245 WELLNESS CMPLX FUND	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
FUND - 311 DMV LICENSE FUND	\$ -	\$ 34,324.00	\$ (34,324.00)	\$ -
FUND - 312 CRIMINAL CHARGES	\$ 45.00	\$ 87.94	\$ (87.94)	\$ 45.00
FUND - 313 COURT REPORTER	\$ -	\$ 50.00	\$ (50.00)	\$ -
FUND - 314 STATE FINES	\$ -	\$ 160.00	\$ (160.00)	\$ -
FUND - 315 STATE POLICE FUND	\$ 5.00	\$ 770.00	\$ (770.00)	\$ 5.00
FUND - 316 STATE CURRENT	\$ -	\$ 11,239.41	\$ (11,239.41)	\$ -
FUND - 317 CRTHSE FAC. IMP FUND	\$ -	\$ -	\$ -	\$ -
FUND - 361 CERTIFIED TO STATE	\$ 423,816.04	\$ 8,687.06	\$ (94,845.84)	\$ 337,657.26
FUND - 364 TAX LIEN FUND	\$ 109,372.31	\$ 7,858.34	\$ (9,086.32)	\$ 108,144.33
FUND - 365 DELQ & NONENT LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
FUND - 366 BOARD OF HEALTH	\$ 137,331.27	\$ 7,197.65	\$ (44,789.76)	\$ 99,739.16
FUND - 369 WV DEP.SHF.RETIRE.	\$ 517.00	\$ 581.00	\$ (517.00)	\$ 581.00
FUND - 373 SCHOOL CURRENT	\$ -	\$ 1,096,941.43	\$ (1,096,941.43)	\$ -
FUND - 374 SCHOOL EXCESS LEVY	\$ -	\$ 555,821.18	\$ (555,821.18)	\$ -
FUND - 375 SCHOOL BOND	\$ -	\$ -	\$ -	\$ -
FUND - 378 CITY CURRENT	\$ -	\$ 175,832.77	\$ (175,832.77)	\$ -
FUND - 379 CITY VOTED LIBRARY	\$ -	\$ 21,099.88	\$ (21,099.88)	\$ -
<b>FINAL TOTALS</b>	<b>\$ 13,011,306.95</b>	<b>\$ 3,379,046.45</b>	<b>\$ (3,473,380.35)</b>	<b>\$ 12,916,973.05</b>
BALANCE IN COUNTY DEPOSITORIES AT END OF MONTH:	\$ 14,760,630.93	\$ -	\$ -	\$ -
ORDERS/DEBITS OUTSTANDING:	\$ (2,919,065.21)			
DEPOSITS/CREDITS OUTSTANDING:	\$ 1,073,657.33			
NET BANK BALANCE	\$ 12,915,223.05			
PETTY CASH / CASH DRAWERS	\$ 1,750.00			
CASH SPECIAL INVESTIGATION FUND	\$ -			
ADJUSTMENT	\$ -			
TOTAL IN COUNTY DEPOSITORIES AND OFFICE:	\$ 12,916,973.05			

I, J. Michael Coffman, Sheriff of Upshur County do solemnly swear that the foregoing is a true and correct statement to the best of my knowledge.

  
J. Michael Coffman  
Sheriff & Treasurer, Upshur County

10/18/2023



## Upshur County Sheriff's Financial Statement

For Period Ending: **September 30, 2023**

### Bank Balance Listing

BANK NAME	ACCOUNT NAME	BANK BALANCE	OUTSTANDING CHECKS/DEBITS	OUTSTANDING DEPOSITS/CREDITS	BOOK BALANCE
<b>CITIZENS BANK OF WEST VIRGINIA</b>					
	GENERAL COUNTY FUND	\$ 1,052,852.26	\$ -	\$ 817,996.07	\$ 1,870,848.33
	COAL SEVERANCE	\$ 84,277.45	\$ -	\$ -	\$ 84,277.45
	E-911	\$ 990,285.80	\$ (50.00)	\$ -	\$ 990,235.80
	CURRY PARK	\$ 43,448.08	\$ -	\$ -	\$ 43,448.08
	CURRY LIBRARY	\$ 17,844.04	\$ -	\$ -	\$ 17,844.04
	ASSESSOR'S VALUATION	\$ 299,872.81	\$ (800.00)	\$ 36,149.07	\$ 335,221.88
	UP CO FIN STBL FUND	\$ 637,884.02	\$ -	\$ -	\$ 637,884.02
	CONCEALED WEAPON	\$ 29,195.80	\$ (3,011.16)	\$ 160.00	\$ 26,344.64
	GENERAL TAX	\$ 2,496,608.83	\$ (2,681,107.76)	\$ 184,498.93	\$ -
	BOARD OF HEALTH FUND	\$ 85,164.66	\$ (398.23)	\$ 5,115.51	\$ 89,881.94
	E911 CD1	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN. STAB. CD1	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	E911 CD2	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD2	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	OASIS CLEARING	\$ -	\$ -	\$ -	\$ -
	UPSHUR COUNTY FIRE FEE	\$ 47,393.65	\$ (30.00)	\$ 1,762.28	\$ 49,125.93
	EMPLOYEE BENEFITS	\$ 291,646.37	\$ -	\$ -	\$ 291,646.37
	UP CO FIN STAB CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	SP LAW ENF INVESTIGATION	\$ 2,491.73	\$ -	\$ -	\$ 2,491.73
	COMMUNITY CORRECTIONS	\$ 1,532,572.97	\$ (519.61)	\$ -	\$ 1,532,053.36
	EMPLOYEE BENEFIT CD3	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD4	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD1	\$ 500,000.00	\$ -	\$ -	\$ 500,000.00
	PARKS/REC CLEARING	\$ 105.89	\$ (105.89)	\$ -	\$ -
	CURRY PARK CD 1	\$ 71,000.00	\$ -	\$ -	\$ 71,000.00
	EMPLOYEE BENEFIT CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	COMMUNITY CORRECTIONS CD2	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	ADDRESSING/MAPPING CLEARI	\$ 195.00	\$ (195.00)	\$ -	\$ -
	COAL SEVERANCE CD1	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
	EMPLOYEE BENEFIT CD5	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
	UP CO FIN STAB CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COMMUNITY CORRECTIONS CD3	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	EMPLOYEE BENEFIT CD6	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	UP CO FIN STAB CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	TAX CLEARING	\$ 133,053.02	\$ (157,447.99)	\$ 24,394.97	\$ -
	BOARD OF HEALTH PAYROLL	\$ 8,149.01	\$ (3,149.01)	\$ -	\$ 5,000.00
	GENERAL COUNTY OPERATING	\$ 74,147.60	\$ (22,147.60)	\$ -	\$ 52,000.00
	DOG & KENNEL	\$ 124,403.27	\$ (183.40)	\$ -	\$ 124,219.87
	GENERAL COUNTY MISC	\$ 45,875.78	\$ (21.62)	\$ -	\$ 45,854.16
	WORTHLESS CHECK	\$ 115,198.18	\$ -	\$ -	\$ 115,198.18
	HOME CONFINEMENT	\$ 52,362.35	\$ -	\$ -	\$ 52,362.35
	EE HEALTH CARE REIMB	\$ 35,977.63	\$ (2,382.06)	\$ -	\$ 33,595.57
	EMPLOYEE BENEFIT CD7	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
	COUNTY CLERK ELECTION ADM	\$ 1,146.41	\$ -	\$ -	\$ 1,146.41
	COUNTY CLERK REAL PROP	\$ 1,146.41	\$ -	\$ -	\$ 1,146.41
	VOTER'S REGISTRATION	\$ 1,321.47	\$ -	\$ -	\$ 1,321.47
	JURY	\$ 16,328.31	\$ (1,247.95)	\$ -	\$ 15,080.36
	CHILD EXCHG & VISITATION	\$ 61,187.33	\$ -	\$ -	\$ 61,187.33
	SPAY & NEUTER	\$ 40,677.01	\$ (350.00)	\$ 246.00	\$ 40,573.01
	ELKINS ROAD PSD	\$ -	\$ -	\$ -	\$ -
	AMERICAN RECOVERY FUND	\$ 2,318,084.55	\$ -	\$ -	\$ 2,318,084.55
	WELLNESS COMPLEX	\$ 4,760.00	\$ -	\$ -	\$ 4,760.00
	DMV LICENSE	\$ 31,208.50	\$ (34,324.00)	\$ 3,115.50	\$ -
	STATE CLEARING	\$ 45.00	\$ -	\$ -	\$ 45.00
	STATE POLICE	\$ 705.00	\$ (815.00)	\$ 115.00	\$ 5.00
	CERTIFIED TO THE STATE	\$ 337,657.26	\$ -	\$ -	\$ 337,657.26
	TAX LEIN	\$ 112,046.82	\$ (3,902.49)	\$ -	\$ 108,144.33
	DELQ & NON-ENTERED LAND	\$ 100.00	\$ -	\$ -	\$ 100.00
	BOARD OF HEALTH OPERATING	\$ 11,733.66	\$ (6,876.44)	\$ -	\$ 4,857.22
	WVDSRF FUND	\$ 477.00	\$ -	\$ 104.00	\$ 581.00
	<b>BANK TOTAL</b>	<b>\$ 14,760,630.93</b>	<b>\$ (2,919,065.21)</b>	<b>\$ 1,073,657.33</b>	<b>\$ 12,915,223.05</b>
<b>SUMMARY:</b>					
	TOTAL ALL BANKS	\$ 14,760,630.93	\$ (2,919,065.21)	\$ 1,073,657.33	\$ 12,915,223.05
	PETTY CASH / CASH DRAWERS				\$ 1,750.00
	CASH SPECIAL INVESTIGATION FUND				\$ -
	<b>GRAND TOTAL</b>				<b>\$ 12,916,973.05</b>





**World Premier!**

**GET YOUR TICKETS \$25**

**VISIT JCFILMS.ORG**

**(UNDER EVENTS)**

**SATURDAY  
OCTOBER 28TH  
6:00PM**



**WVNC  
PERFORMING  
ARTS CENTER  
59 COLLEGE AVE  
BUCKANNOON WV**

**Join US for This  
Fun & Festive Event That  
Was Filmed In Your Town!**



**UPSHUR COUNTY PUBLIC LIBRARY  
Board of Directors Meeting  
Wednesday, October 18th, 2023, 4:00 p.m.**

**Agenda**

- I. Call to Order
- II. Reading/Approval of Minutes
- III. Review/Approval of Monthly Financial Report
- IV. Librarian's Report – see attachment
  - A. Library projects
  - B. Programming/Outreach
  - C. Circulation
  - D. Grants
  - E. Affiliates/Service Center items
- V. Unfinished Business
  - A. Board of Ed. MOU wording/approval
- VI. New Business
  - A. Electronic sign fundraiser
  - B. 2024 Holiday Calendar
  - C. Delayed opening for Christmas party in December?
- VII. Friends of the Library update – Sandra Craig
- VIII. Public Comments/Correspondence
- IX. Setting date of next Board meeting
- X. Adjournment



**James W. Curry Library/Park  
Advisory Board Meeting  
AGENDA**

October 27, 2023 at 10:00 am

At James W. Curry Public Library

Call to Order:

Roll Call

Public Comment Period

Approval of August 25<sup>th</sup>, 2023 minutes

Staff Report

Park

Library – Introduce new library attendants, review new hours of operation

Timber

Review/Report

Old Business:

New mower was purchased

Hunting Permits are continuously being accepted

Capital Improvement Project: Statements of Qualification

Tree removal update

New Business:

Review over submitted bear hunting applications to date

Fund Raising:

Misc. items for sale at the Library

Upcoming Christmas events

**Upshur County Public Library Board of Trustees Special Meeting  
August 30, 2023**

A special meeting of the Upshur County Public Library Board of Trustees was held on Wednesday, August 30, 4:00 p.m. at the library. Board members in attendance were Kyle Nuttall, John Haymond, Katie Loudin, Sherry Dean, and Matthew Stott. Also in attendance were Paul Norko, Library Director; Keyth Sokol, Assistant Director; and Connie Cutright, Business Manager.

The meeting was called to order by President Kyle Nuttall at 4:05 p.m.

The board approved the minutes of the June 21, 2023 meeting on a motion made by John and seconded by Katie after a correction to the spelling of Sokol.

Connie discussed the option of having the journal show employee pay information or having a separate report for payroll information. The board agreed the employee wage and a separate report was not needed. The board accepted the financial reports for June and July, including itemized lists of electronic debits/credits on a motion made by Katie and seconded by Sherry.

**Director's Report** – See the written report

**Additions:**

Assistant Director – Keyth introduced himself.

Nora Roberts Grant – The library has been awarded a \$2500.00 grant from the Nora Roberts Foundation to be used for next year's summer reading program and other programming throughout the year.

Weyerhaeuser Grant – The library received a \$5,000.00 grant from Weyerhaeuser. Twenty-five hundred will be spent on children's and young adult print material, and \$2500.00 will be spent on children's and young adult electronic books.

Dollar General Grant – The library applied for and received \$3800.00 from the Dollar General Literacy Foundation to buy a new early literacy children's station.

Capital Facilities Improvements Grant – Money has been put into the Capital Facilities Improvement Grant for which we will be applying, and would pay, if awarded, one-half of the electronic sign purchase.

**Unfinished Business**

**New Business**

Board of Education MOU – Kyle has not yet received a call back from Christy Miller concerning the Memorandum of Understanding. Katie suggested the Library Board write a letter of support to submit with the MOU. She also suggested a board downstairs giving library patrons a chance to say what their library means to them.

Audit RFP – Kyle Nuttall, Sherry Dean, and Connie Cutright were appointed as the auditing committee to complete the RFP for the FY2023, FY2024, and FY2025 audits.

Account Signatory Changes – A motion was made by Katie and seconded by John to add Keyth Sokol and Matthew Stott to all library accounts and remove Carol Smith from all accounts.

**Friends of the Library** – A representative was not available.

The next meeting will be at the library on Wednesday, October 18, at 4:00 p.m. The meeting was then adjourned.

Respectfully submitted,

*Connie S Cutright*

Connie Cutright,  
Business Manager

Approved,

*Kyle Nuttall*  
Kyle Nuttall,  
Board President

## Upshur County Public Library

July through September 2023 TOTAL

	Jul 23	Aug 23	Sep 23	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>							
4020 · County Commission	0.00	12,000.00	0.00	12,000.00	48,000.00	-36,000.00	25.0%
4030 · Board of Education	0.00	0.00	0.00	0.00	93,700.00	-93,700.00	0.0%
4040 · Grant-In-Aid	24,510.00	0.00	0.00	24,510.00	98,042.00	-73,532.00	25.0%
4080 · WVLC Svcs. to Lib. (admin fees)	0.00	16,264.00	0.00	16,264.00	65,058.00	-48,794.00	25.0%
4160 · Other Grants	0.00	8,800.00	0.00	8,800.00	3,000.00	5,800.00	293.33%
4230 · Unrestricted Gifts	106.19	434.83	158.12	699.14	3,800.00	-3,100.86	18.4%
4240 · Restricted - Memorial/Gift Matl	0.00	20.00	0.00	20.00	2,500.00	-2,480.00	0.8%
4310 · Interest	1,128.73	140.60	122.46	1,391.79	4,500.00	-3,108.21	30.93%
4420 · Copies/Faxes	390.20	636.42	423.23	1,449.85	5,600.00	-4,150.15	25.89%
4450 · Fines	107.70	125.05	117.00	349.75	1,600.00	-1,250.25	21.86%
4490 · Other fees-cards, JD, earbuds	43.00	67.29	37.20	147.49	500.00	-352.51	29.5%
4730 · Fundraisers	129.50	116.00	5.00	250.50	1,000.00	-749.50	25.05%
4735 · Fundraiser - Ramp Dinner	0.00	0.00	0.00	0.00	10,500.00	-10,500.00	0.0%
<b>Total Income</b>	<b>26,415.32</b>	<b>38,604.19</b>	<b>863.01</b>	<b>65,882.52</b>	<b>337,800.00</b>	<b>-271,917.48</b>	<b>19.5%</b>
<b>Expense</b>							
6020 · Wages	15,135.15	18,671.20	16,210.87	50,017.22	212,638.00	-162,620.78	23.52%
6030 · FICA	938.37	1,157.63	1,005.08	3,101.08	13,184.00	-10,082.92	23.52%
6040 · Medicare	219.48	270.72	235.06	725.26	3,083.00	-2,357.74	23.52%
6050 · WV Public Employees Retirement	1,186.78	1,496.54	1,333.01	4,016.33	16,705.00	-12,688.67	24.04%
6060 · Insurance (Employer Paid)	1,687.60	2,891.56	2,791.56	7,370.72	35,200.00	-27,829.28	20.94%
6061 · RHBT (Employer Paid)	0.00	0.00	0.00	0.00			
6080 · WV Unemployment	48.31	76.24	57.01	181.56	1,138.00	-956.44	15.95%
6090 · Workers Comp.	0.00	0.00	0.00	0.00	532.00	-532.00	0.0%
6110 · Books	-111.48	-22.91	-20.54	-154.93	7,800.00	-7,954.93	-1.99%
6112 · Memorial/Gift Materials	0.00	0.00	44.23	44.23	2,500.00	-2,455.77	1.77%
6140 · Periodicals/Newspapers	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6143 · Electronic Books	0.00	618.84	0.00	618.84	2,500.00	-1,881.16	24.75%
6151 · Audios	0.00	0.00	192.39	192.39	1,500.00	-1,307.61	12.83%
6152 · DVD's	0.00	79.00	24.92	103.92	800.00	-696.08	12.99%
6230 · Other Grant Expenditures	0.00	0.00	3,960.67	3,960.67	3,000.00	960.67	132.02%
6310 · Office/Library Supplies	0.00	2.03	0.00	2.03	3,400.00	-3,397.97	0.06%
6350 · Postage	-14.00	102.99	155.84	244.83	1,800.00	-1,555.17	13.6%
6521 · Equipment/Furniture	0.00	14.67	0.00	14.67	1,000.00	-985.33	1.47%
6541 · Equipment Maint.	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6552 · Software/Elec. Sub./Maint. fees	0.00	646.93	871.78	1,518.71	4,298.00	-2,779.29	35.34%
6554 · Hotspot Service Fees	273.75	273.75	0.00	547.50	4,800.00	-4,252.50	11.41%
6570 · Vehicle Maintenance	0.00	5.89	0.00	5.89	500.00	-494.11	1.18%
6720 · Bldg. Maint. (inc. janitorial)	0.00	-356.02	399.98	43.96	1,000.00	-956.04	4.4%
6742 · Utilities - Electric	0.00	2,922.60	0.00	2,922.60	20,000.00	-17,077.40	14.61%
6743 · Utilities - Water/Waste	0.00	201.66	0.00	201.66	1,200.00	-998.34	16.81%
6750 · Telephone	0.00	509.41	0.00	509.41	1,000.00	-490.59	50.94%
6760 · Insurance - Building & Bonds	0.00	0.00	0.00	0.00	728.00	-728.00	0.0%
6910 · Public Info./Programming	0.00	68.86	23.98	92.84	800.00	-707.16	11.61%
6920 · Memberships	0.00	0.00	45.00	45.00	250.00	-205.00	18.0%
6930 · Travel/Meetings/Cont. Ed./Conf.	0.00	78.38	26.37	104.75	2,200.00	-2,095.25	4.76%
6950 · Fundraising Expenses	0.00	0.00	0.00	0.00	250.00	-250.00	0.0%
6955 · Fundraiser Ramp Dinner	0.00	0.00	0.00	0.00	4,200.00	-4,200.00	0.0%
6970 · Professional & Misc. Fees	1,500.00	0.00	0.00	1,500.00	100.00	1,400.00	1,500.0%
6980 · Audit	0.00	0.00	0.00	0.00	3,180.00	-3,180.00	0.0%
<b>Total Expense</b>	<b>20,863.96</b>	<b>29,709.97</b>	<b>27,357.21</b>	<b>77,931.14</b>	<b>352,886.00</b>	<b>-274,954.86</b>	<b>22.08%</b>
<b>Net Income</b>	<b>5,551.36</b>	<b>8,894.22</b>	<b>-26,494.20</b>	<b>-12,048.62</b>	<b>-15,086.00</b>	<b>3,037.38</b>	<b>79.87%</b>



Tennerton Public Service District  
Monthly Meeting  
September 13, 2023

The regular monthly meeting of the Tennerton Public Service District was held at the district office at 188 Fayette Street, Buckhannon West Virginia on Wednesday September 14, 2023

In attendance were Bob Heater, John Barnes, Scott Casto, Terry Gould, and Vickie Dean

The meeting was called to order promptly at 2:00 pm by Chairman Bob Heater. The minutes of the previous meeting held on August 9, 2023 were read, there being no corrections or additions, motion to approve was made by Robert Heater, seconded by Scott Casto.

Bob Heater made a motion to remove Joe Tenney from all bank accounts at Freedom Bank, First Community Bank and Chase Bank. John Barnes seconded the motion. Bob Heater also made a motion to have Donald Scott Casto added to all the mentioned accounts. John Barnes seconded the motion. The board unanimously agreed that the current board members will remain on the account and to continue that these accounts be two (2) signature accounts.

Terry Gould presented the monthly financial reports and the bills to be paid. A motion to pay the invoices was made by Bob Heater and seconded by Scott Casto.

The board reviewed and approved the previous month's credit memos. No shutoffs this month.

Terry Gould reported on the following:

\*Ringers was sent to check out a complaint made by Leanne Karlin about a runoff coming from Dexter Bever's property that she thought was sewer. Ringer's determined that it was not. However, the County Commission will be sending the Health inspector out.

\*The Murphy Mart Pump Station rebuild has been completed.

\*Bob Heater suggested that signs be put up at the pump stations stating, "In case of trouble call". Terry will contact Floyd signs.

\*The complete rebuild project for the Orr Street Lift Station has only received one bid. There must be 2 bids before the job can be awarded. David Electric from Elkins has submitted a bid. We are still waiting for another bid. We will do a temporary bypass while work is being done.

\*The Jack Wilfong manhole needs the riser and seal redone.

There being no other business to discuss, motion was made by John Barnes to adjourn and seconded by Bob Heater.

Approved



Chairman, Tennerton Public Service District



**Upshur County Fire Board Meeting  
September 19, 2023**

Members Present: Sidney Huffman, Joseph Gower, Rick Harlow, Kristie Tenney and Jesse Davidson

Members Absent: Donna Matthews and Steven Linger

Others Present: Tyvonne Gibson, Clifton Shaw, Art Wilson, Paul Johnston, Edward Ware, and Lee Eskew  
Guests; and Toni Newman-Fire Fee Clerk

The meeting was called to order by Joe Gower at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from August 15 , 2023, were approved on motion by Rick Harlow and second by Sidney Huffman.

The Fire Fee Clerk reported the 2023 fees are at 71 percent collected.

The checking account balance as of 8/31/2023 was \$59,488.70. The disbursement from the Chief Tax Deputy was \$128,736.24 for the month of August.

The following invoices were reviewed and approved upon motion by Rick Harlow and second by Sidney Huffman: Software Systems---monthly maintenance—Invoice # 37751----\$237.00; and Software Systems—Invoice #52587---\$6,026.50 for printing and mailing 2023 Fire Fee Statements

Tyvonne Gibson reported the website regarding the increase in Fire Fee proposal is up and running. Signatures are being collected and turned into the County Clerk. He requested to know if the Board had made a decision on paying personnel with fire fee funds; as this was the next agenda item, it was then discussed.

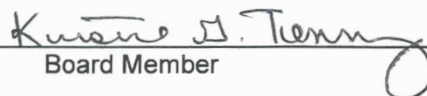
After discussion, it was determined that the Board still needs additional information, clarification, examples, etc. prior to a decision. Rick did advise that he had determined the employee would need to be a "certified" firefighter. This item was again tabled for more review on motion by Kristie Tenney and second by Rick Harlow.

The Board reviewed the Financial Statements of 6 VFDs. Two Departments will need to provide follow-up and the Fire Fee Clerk will contact them for additional information. One VFD has not submitted a Financial Statement to date.

There were 11 corrective tickets approved on motion by Rick Harlow and second by Kristie Tenney, and the Board approved 6 exoneration tickets this month.

There being no further business, the meeting adjourned. The next meeting will be October 17, 2023, at the Banks District VFD.

 for Joe Gower  
Joseph Gower, Chairman, Upshur County Fire Board

  
Board Member

## Upshur County Parks & Recreation Meeting Minutes

### September 2023

Meeting Date: September 26, 2023 at 5:30 p.m.

Attendance: Brandon Williams, Amberly Stump, Rachel Weber, Jacob Mills, and Jeremiah McCourt

No meeting minutes from August 2023 meeting. Financial reports were not available for this meeting.

Amberly Stump was introduced as a new board member.

Trail Updates: 300 hours of volunteer hours for this year.

The last public trail work day was 9/2/23 .

The VolunteerWV Grant project need to be completed by 10/31/23. The Upshur County Trails group was awarded \$150 to be reimbursed once the archway is refinished. The board voted to approve \$150 in funds towards this project to be reimbursed by the VolunteerWV Grant.

We had an additional \$100 in t-shirt sales.

6-hour and 12-hour trail event is being discussed. Julia Kastner is having a planning meeting on 10/6/23.

Trunk-or-Treat: Trunk or Treat is scheduled for 10/22/23. The board voted to approve \$200 for candy for this event.

Director's Report: WesMonTy has changed how they give grant funds. Half of the funds for the pollinator garden will be given initially.

West Virginia Recreation Parks Association (WVRPA) meeting was held at The Bridge.

Met with CEC and Omni (American Ramp) for pump track.

November 11, 2023 there will be a BU Petting Zoo Fundraiser at the barn.




He is working on a revenue report. Bring any possible items that we may want to the October meeting.

Talked with K&J Timing for the triathlon next year and set a potential date of 8/10/24.

Meeting was adjourned at 6:10 p.m.

The next meeting: 10/17/23 at 5:30 p.m.